



## **Administrative Policy and Procedures Manual**

# **805 BIDDER CONTACT AND CONFLICT OF INTEREST**

## **POLICY**

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The receipt of payments, gifts, fees or commissions by Judicial personnel for arranging the purchase, or ordering of supplies, equipment, services, etc., or the disclosure of confidential information is prohibited.

## **GENERAL INFORMATION**

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### **I. CONFLICT OF INTEREST**

The Judicial Branch prohibits the procurement of goods and or services for the personal use of its employees.

### **II. BIDDER CONTACTS AND CONFIDENTIALITY**

Representatives of supplier and service organizations should contact authorized Judicial Branch personnel on matters concerning specifications for Request For Proposals (RFP) or Request For Quotations (RFQ), through the Administrative Services Division Purchasing Services Office until bids or proposals are opened publicly. Requisitioners must document all contacts with participating vendors. Any changes to specifications must be communicated in writing to all holders of the original specification. Once bids are opened, and until the contract award is made public, the Administrative Services Division Purchasing Services Office will only communicate with participating vendors on points of clarification. In order to be effective, the Administrative Services Division Purchasing Services Office must also be notified of all discussions held with suppliers on issues of contract performance.

## **PROCEDURES**

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Supplier proposals and bids shall be received in confidence. Generally the information contained in bids and proposals is available for public inspection after the public bid opening and contract award except where such information is noted as a trade secret or as proprietary. In certain circumstances the Administrative Services Division Purchasing Services Office will consult other Branch personnel to determine if a proposal meets specialized technical and or sophisticated operational requirements.

Administrative Services Division Materials Management may also find it necessary to contact State of Connecticut agencies to determine if information recorded as proprietary should in fact be protected under the Freedom of Information Act. If the proprietary status of vendor supplied information is put into question, the providers of the RFP and or RFQ response will be invited to retract the status afforded the information in question or to withdraw their respective submittal.

Whenever such consultation is required the prices offered by potential suppliers will not be published until evaluations are complete.

**Questions? – [Cortez White](#) - (860) 706-5204**